

REGULAR TOWN COUNCIL MEETING MINUTES
WEDNESDAY, SEPTEMBER 16th, 2026, AT 6:30 P.M.
CASTLE VALLEY TOWN BUILDING - 2 CASTLE VALLEY DRIVE

***This meeting was a hybrid meeting held electronically by Zoom and also in person at the anchor site of the Town Building.*

Council Members Present: Mayor Duncan, Council Members Gibson, Hill, and Holland.

Council Present on Zoom: None

Absent: CM O'Brien

Present at the anchor site: Dorje Honer, Colleen Thompson, Egmont Honer, Ron Drake and Jocelyn Buck.

Others Present on Zoom: None identified.

M Duncan called the Meeting to Order and Buck called roll at 6:30 PM.

Regular Town Meeting

1. Open Public Comment: None

2. Approval of Minutes:

Regular Town Council Meeting August 19th, 2026.

A correction was noted to Item 8 of the August 19 minutes: the reference should be to Sarah, not Emily.

CM Hill moved to approve the August 19th, 2026 Meeting Minutes as corrected. CM Gibson seconded, motion passed unanimously.

3. Executive Reports:

*Water Agent and Water Advisory Committee Report - John Groo / Sarah Stock – email from John Groo provided.

CM O'Brien was absent. Groo provided a breakdown of remaining work on the Water User Agreement changes with attorney John Clyde. Council discussion: finish the current work with Clyde before engaging another attorney. The WAC asked permission to inquire what it would cost to retain Emily as a possible future attorney (information only; any hiring would return to Council). Council agreed that step is acceptable. Budget for legal work runs near the end of December; Council does not want the matter to continue indefinitely. Consensus that Sarah Stock can take over and see the remaining work completed. Groo also discussed the Water User Agreement Permit (WAUP) would not transfer with the property. Council members may email Groo with questions.

*Road Department Report- D. Honer - Report provided.

Dorje Honer reported the grader has not been fully taken apart yet. Needed parts are expected to be about \$1,800, but could be a few thousand if more is wrong. The work is already in the Roads budget; Council confirmation is needed only if a purchase would exceed the budgeted amount. Honer wanted Council aware that a larger parts cost is possible.

*Planning & Land Use Commission- No September meeting. No report.

*Utah Renewable Communities- CM Gibson

URC board met Monday. Program start is January 1, 2027. Rocky Mountain Power will mail the first notice November 2 informing customers the program is coming (includes opt-out information). A second notice will go by email to customers who receive bills by email. Outreach materials (stickers, flyers, window signs) will be on a shared Google Drive; Emily Quinton can help with access. October

and November will be used to get the word out and work with nonprofit agencies on the low-income piece. Resource solicitation is done: six bidders were reduced to three. 2025 RMP valuations looked favorable; 2026 re-evaluation (mainly transmission costs) changed the ranking so the previously lowest-cost project is now the most expensive because of needed transmission. Battery storage in one proposal does not fit agency uses. Plan is to start small and add resources over time depending on participation. Blue Sky is fully subscribed, is not adding projects, and is about five times more expensive than URC; customers may keep both or switch to URC.

***Fire District- Chief Drake**

Chief Drake reported the Fire District requested funds from PELT or TRT at a Grand County Commission meeting. The 1% healthcare tax is going to Grand County EMS and Moab Fire; the District asked to share in that funding. The Commission indicated it did not want to share that fund and recommended other sources. An answer is not expected until about December. Burn window is expected around mid-October. Fire danger is moderate given recent moisture.

***Information Technology (IT) Report - Colleen Thompson**

Thompson will follow up on .gov emails that have been going to Buck; the Town has the .gov domain and still needs to move website and email hosting, keeping .com forwarding. HostGator changed the webmail interface without notice and removed configuration controls. Thompson has instructions and can help staff set up Thunderbird (free, Mac and PC) as an alternative that will not replace or interfere with webmail or lose messages. Paid/business Outlook is acceptable; the free Outlook app is not recommended. Parts are in hand for Buck's computer upgrade, next on the list.

4. Correspondence: None.

5. Administrative Matters & Procedures:

A new Groundskeeper has been hired. The PLUC Clerk position remains open; one resume has been received and another is expected, with interviews to follow. No Town letters. Buck may or may not take planned October time off depending on her knee; Council suggested she take time when she is feeling better. Buck reported the property tax increase has been officially approved, and the EWP Castle Creek culvert project is closed out all funds received and reports filed. The Town will continue projects such as chip seal but does not plan further grant projects at this time.

NEW BUSINESS

6. Discussion and Possible Action re: Approval of the Capital Projects Plan.

Buck prepared a more formal draft from last month's discussion. Corrections requested: state that the Council agreed to put a minimum of \$50,000 every year into capital funds and capital road funds (not only the General Capital Fund); and confirm that the dump truck / cold planer language means the rock crusher, sander, and similar items are not on the current capital projects list. Dorje Honer had advised that a cold planer and compactor are more useful than a rock crusher at this time, with rental if needed. The plan should be reviewed at least annually, likely in January, along with the fee schedule. Council noted the completed-projects list is useful and should be kept.

CM Hill moved to approve the Capital Projects Plan with the corrections discussed. CM Gibson seconded and the motion passed unanimously.

7. Discussion and Possible Action re: Appointing an Alternate to the Planning and Land Use Commission.

The opening has not been advertised. Colleen Thompson submitted a letter of interest after the vacancy was discussed in a public meeting and offered to serve so the Commission would have a quorum when members are away, and to step aside if others apply. M Duncan did not want to interview before

advertising or to use a different process for one applicant, and noted Thompson is already covering a great deal as interim PLUC clerk. The Commission currently has four members, more than a quorum. Council agreed to advertise the alternate position, hold Thompson's letter, and interview her and any other applicants at the next meeting. Item dropped.

UNFINISHED BUSINESS – none

8. Closed Meeting (If necessary)

Not needed.

9. Payment of the bills.

CM Gibson motioned to pay the bills, CM Holland seconded, the motion passed unanimously.

ADJOURNMENT

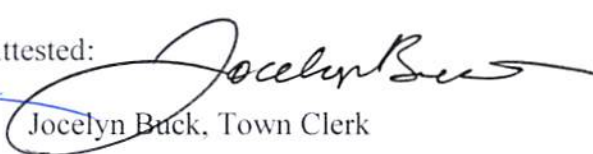
M Duncan adjourned the Meeting at 7:02 PM.

Approved:



Jazmine Duncan, Mayor

Attested:



Jocelyn Buck, Town Clerk